



## SE-219

### Notification of Selection for Contract Negotiation

AGENCY: \_\_\_\_\_  
(Agency Name)

PROJECT: \_\_\_\_\_  
(Project Number) (Project Name)

**TO ALL PERSONS OR FIRMS RESPONDING TO THE INVITATION FOR PROFESSIONAL SERVICES IN CONNECTION WITH THE ABOVE-NAMED PROJECT:**

The Agency Selection Committee, having reviewed the resumes submitted in response to the *Invitation for Professional Services* for the above-named Project, and having evaluated those responses and other information available to the Committee in accordance with the requirements of Section 11-35-3220 of the SC Code of Laws, and having conducted interviews to fully acquaint itself with the relative qualifications of the interested firms, has determined that the person(s) or firm(s) listed below is deemed the most qualified to provide the required services. The Agency hereby announces its intent to negotiate a professional services contract with the following person(s) or firm(s):

NAME(S) OF A/E: \_\_\_\_\_

DATE OF INTERVIEWS: \_\_\_\_\_

**SELECTION CRITERIA**

The following Selection Criteria were used during the selection process:

- (1) Past Performance
- (2) Ability of Professional Personnel
- (3) Demonstrated Ability to Meet Time and Budget Requirements
- (4) Location and Knowledge of Locality of the Project if the application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project
- (5) Recent, Current and Projected Work Load of the Firm
- (6) Creativity and Insight Related to the Project
- (7) Related Experience on Similar Projects
- (8) Volume of Work Awarded by the Using Agency to the Person or Firm during the Previous Five (5) Years, with the objective of effectuating an equitable distribution of Contracts by the state among qualified firms including minority business enterprises certified by the SC Office of Small and Minority Business Assistance and firms that have not had previous state work
- (9) Any Other Special Qualification Required Pursuant to the Solicitation of the Using Agency

**RIGHT TO PROTEST:**

Any actual bidder, offeror, contractor or subcontractor who is aggrieved in connection with the intended award or award of this Contract may protest to the State Engineer in accordance with Section 11-35-4210 of the SC Code of Laws at: CPO, Office of State Engineer, 1201 Main Street, Suite 600, Columbia, SC 29201, EMAIL: [protest-ose@mmo.sc.gov](mailto:protest-ose@mmo.sc.gov).

BY: \_\_\_\_\_ DATE POSTED: \_\_\_\_\_  
(Signature of Agency Head or Designee)

\_\_\_\_\_  
(Print or Type Name of Agency Head or Designee) (Title)

**INSTRUCTIONS TO THE AGENCY:**

1. Post a copy of the SE-219 (as announced at the A/E interviews).
2. Submit a copy of the SE-219 to the OSE Project Manager.
3. Mail a copy of the SE-219 to all persons or firms that responded to the Invitation for Professional Services.
4. Retain the original SE-219 in the Agency's procurement file.